

Date: 27 September 2019

CHECKLIST FOR LEADS AT PRESENTATIONS

- 1) IS THIS A PRESENTATION OR MEET AND GREET?
- 2) CONTACT NAME AND PHONE # OF THE INDIVIDUAL AT THE VENUE
- 3) ARE PELLETS REQUESTED?
- 4) IS JEFFERSON REQUESTED?
- 5) TAKING THE VAN OR NEEDING PERSONAL VEHICLES?
- 6) WHAT BIRDS ARE WE TO TAKE
- 7) FILL OUT THE FORM IN THE PRESENTATION BOOK IN THE SAFETY CHAMBER. THE BOOK IS LOCATED IN THE TUB UNDER THE SCALES.
- 8) YOU DON'T NEED TO ASK FOR MONEY FOR ANY PRESENTATION NOR FOR PELLETS. BOB SENDS AN INVOICE. IF THEY GIVE YOU A CHECK OR CASH, PLEASE PLACE IT IN THE LOCK BOX IN THE SHED.
- 9) SEND BOB AN EMAIL babbler75@gmail.com GIVING HIM:

DATE / NAME OF THE VENUE

THE APPROXIMATE NUMBER OF ATTENDEES, SPLIT BETWEEN ADULTS AND CHILDREN

NAMES OF THE VOLUNTEERS THAT ATTENDED

NAMES OF THE BIRDS THAT WERE TAKEN